

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF FACILITY SERVICES  
OFFICE OF EMERGENCY MEDICAL SERVICES  
ADMINISTRATION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

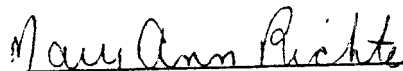
ADMINISTRATION


do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The


ADMINISTRATION

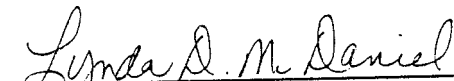
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

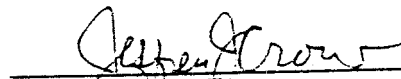
APPROVAL RECOMMENDED

  
Mary Ann Richter, Acting Chief Records Officer  
Department of Health and Human Services

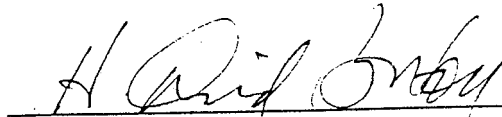
  
Drexdal Pratt, Chief  
Office of Emergency Medical Services

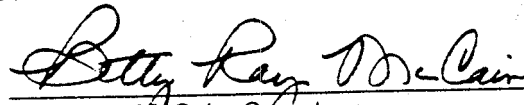
  
Paul Pennell, Business Officer and Records Officer  
Division of Facility Services

  
Lynda D. McDaniel, Director  
Division of Facility Services

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
H. David Bruton, MD, Secretary  
Department of Health and Human Services

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

This schedule was modified to  
comply with the provisions of the  
*General Schedule for State Agency Records*,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

October 6, 1999

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF EMERGENCY MEDICAL SERVICES  
COMMUNICATIONS BRANCH**

**ITEM 7537. REGION FILE.**

Correspondence between the Communications Branch, coordinators, and supervisors in the field. File also includes correspondence with county managers concerning bid specifications, regional travel reports by staff, and follow-up reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 7538. COMMUNICATION COMPONENT FILE.**

Reference copies of resource material and contracts concerning communications. File includes various reports prepared by consultants and staff bid specifications for communications equipment, helicopter program correspondence, and related records. File also includes correspondence with the Federal Communications Commission and copies of radio license for various hospitals in the state.

DISPOSITION INSTRUCTIONS: Destroy in office resource material, contracts, and correspondence when administrative value ends. Destroy in office Federal Communications Commission (FCC) correspondence after 5 years, unless related to licenses. Retain radio licenses in office permanently.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF EMERGENCY MEDICAL SERVICES  
EDUCATION AND TRAINING BRANCH**

**ITEM 3857. ADVANCED LIFE SUPPORT PROGRAM PROPOSAL FILE.**

Correspondence, proposals, and letters of approval by counties concerning all advanced life support programs. File includes correspondence to sponsor hospitals, providers, and medical directors, as well as staff correspondence regarding proposals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3858. EMERGENCY MEDICAL TECHNICIANS-PARAMEDIC (EMT-P) TRAINING GRANT FILE.**

Correspondence, contracts, and reports concerning the state-funded EMT-P training programs.

DISPOSITION INSTRUCTIONS: Records transferred to State Contracts File (Item 1726).

**ITEM 7553. REGION FILE.**

Correspondence written and received by the Education and Training Branch concerning the education and certification of emergency medical technicians and medical responders. File includes staff correspondence to and from approved teaching and basic life support of emergency medical service providers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 7554. ADMINISTRATIVE SUBJECT FILE.**

Correspondence and reference information concerning committees, field operations, legislation, epinephrine certification, emergency medicine today conference, and correspondence of education component staff.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7555. APPLICATIONS AND CERTIFICATION FILE.**

Application forms, course information sheets, rosters, and answer sheets for emergency medical technicians (EMT), Medical Responders, EMT-Defibrillation Technicians, EMT-Intensive Care Nurses, Physician Assistants, Nurse Practitioners, Emergency Medical Dispatchers and Emergency Medical Services Instructors.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 7556. LEGAL RECOGNITION AND CHALLENGE FILE.**

Correspondence and letters of approval for person interest in emergency medical services certification through challenge or legal recognition options.

DISPOSITION INSTRUCTIONS: Destroy in office after 9 month(s).

**ITEM 7557. ADVANCED LIFE SUPPORT PROGRAM FILE.**

Correspondence, course information, and protocol approval letters concerning advanced life support programs. File also includes letters to medical directors, emergency medical services directors, and hospital administrators.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 7558. COMPUTER PRINTOUTS OF TEST RESULTS FILE.**

Computer printouts concerning each emergency medical technician class. File includes names of students, test scores, detailed information about the class, and an analysis of the course.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF EMERGENCY MEDICAL SERVICES  
EDUCATION AND TRAINING BRANCH**

**ITEM 7559. MANPOWER LIST FILE.**

Computer printouts listing all emergency medical technicians certified in North Carolina. File includes names, addresses, social security numbers, provider numbers, classifications, assignments, and dates to be recertified.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF EMERGENCY MEDICAL SERVICES  
FIELD OPERATIONS BRANCH**

**ITEM 1725. REGION FILE.**

Correspondence and memorandums written and received by the Office of Emergency Medical Services concerning programs and services in a particular region. File also includes memorandums of agreement between Emergency Medical Services Councils and the Office of Emergency Medical Services, correspondence between Lead Regional Organizations and the Office of Emergency Medical Services, and information concerning grants for the regions.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of Emergency Medical Services, Administration.

**ITEM 7544. REGIONAL CORRESPONDENCE FILE.**

Reference correspondence and memorandums concerning vehicle inspection, communications, and other Emergency Medical Services functions. File includes reference leave requests.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 7545. GENERAL OPERATIONS FILE.**

Correspondence and memorandums written by the Field Operations Manager. File includes correspondence received from other state agencies and data on grants, investigations, drills, and other activities.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 7546. AREA FILE.**

Reference correspondence and memorandums concerning Office of Emergency Medical Services in a designated area.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 7547. INSPECTIONS FILE.**

Ambulance and Rescue Service forms with provider identification number and detailed information concerning the provider. File includes Ambulance Inspection forms with vehicle inspection number and information regarding the vehicle.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF EMERGENCY MEDICAL SERVICES  
PATIENT RECORD-KEEPING SYSTEM**

**ITEM 3878. DATA FILE.**

Computer printouts concerning monthly, quarterly, and annual management information reports. File includes Patient Record-Keeping System data generated from the ambulance call reports forms which are submitted by the providers participating on the basic as well as the Mobile Intensive Care System.

DISPOSITION INSTRUCTIONS: Transfer regional and county reports to the State Records Center after 5 years. Records will be held for the agency in the State Records Center 5 additional years and then destroyed. Destroy in office state summaries when administrative value ends.

**ITEM 7539. CORRESPONDENCE FILE.**

Correspondence written and received by the Office of Emergency Medical Services and filed by calendar year. File includes correspondence received from providers and counties participating in Emergency Medical Services Patient Record-Keeping System.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 7540. PROVIDER AND COUNTY EMERGENCY MEDICAL SERVICES SURVEYS FILE.**

Records concerning a statewide survey conducted in 1979 and 1983.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 7541. PATIENT RECORD-KEEPING FILE.**

Internal records concerning the daily operations of the Patient Record-Keeping System. File includes or concerns implementation guidelines, system specifications, sample forms, instruction manuals, and hospital numbers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 7543. AMBULANCE CALLS REPORT FORMS FILE.**

Emergency Medical Services ambulance call report forms submitted by providers participating in the basic as well as the Mobile Intensive Care system.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
OFFICE OF EMERGENCY MEDICAL SERVICES  
TRANSPORTATION AND PUBLIC EDUCATION BRANCH**

**ITEM 7562. REGIONAL CORRESPONDENCE FILE.**

Reference correspondence and memorandums concerning vehicle specifications, transportation, public information, and other Emergency Medical Services information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 7563. READING FILE.**

Correspondence and memorandums written by the Assistance Chief of Transportation and Public Education.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 7566. AMBULANCE SPECIFICATION FILE.**

Reference information concerning bid specifications for ambulances. File includes related information for ambulance providers and state ambulance contract.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 7567. ALPHABETICAL EQUIPMENT FILE.**

Reference information concerning Emergency Medical Services equipment.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.